

Manage Event Calendar

Overview

There are two levels of Event Calendar:

- The Public Night Sky Network calendar (“Public Calendar”) shows the public events of all NSN clubs
- Individual Club Calendars

Events can be:

At a physical location where people meet:

- outreach events for the public,
- helping at a school,
- a festival
- sidewalk astronomy,
- a club meeting,
- a club board meeting

Not a physical location, but where people meet online or on the phone

- a teleconference
- an online meeting

Not a physical location, just something that happens

- Membership dues due date
- Newsletter submission deadline

Events can be Public, Club, or Regional/National

- **Public Events will display on the main NSN Public Calendar** as well as the Club’s own calendar. These are events where the public is welcome. Details are visible to the public.
- **Club Events** are events that are not open to the public. These could be outreach events for a school or other specific organization or club events such as club dinners or board meetings. **Club Events do not appear on the main NSN Public Calendar, only on the Club’s own Calendar.** The Club may choose to publicly display details of Club Events or mark them as private events. If details are private (not publicly displayed), club members must log into NSN to view event details other than the event name and date.
- **Regional/National Events** can be submitted by Club Coordinators and are approved by an NSN Administrator. These events will appear on all Club Calendars as well as on the main NSN Public Calendar. Individual clubs may opt out of having Regional/National events displayed on their Club’s Calendar or may choose to display only those Regional/National Events within a certain distance from their Club’s Primary Location. Details of Regional/National events may or may not be displayed publicly. If the details for an event are not publicly displayed, members must log into NSN to view event details other than the event name and date. Regional/National Events require approval of NSN Administrator to be displayed on calendars. Examples of Regional/National Events are:
 - Amateur astronomy gatherings like the Texas Star Party, ALCon or Stellafane.
 - NSN events like Telecons, event logging deadlines, or toolkit releases
 - Nationwide events like Astronomy Day or World Space Week
 - Astronomical events with outreach potential such as the Perseid meteor showers

Event Change History records are automatically entered when a club’s event is added and for any changes to an event’s status, date, time, or location.

Add / Edit an Event

Overview



There are two pages to enter event information: Basic Event Info and Event Details. When you select “Add Event,” you are presented with the Basic Event Info page. This is the quick entry for an event: event name, date, time, location, event description, which calendar it appears on, RSVPs from members, and whether you intend to log the event.

After you add an upcoming event, the system will give you the opportunity to send a message to your club members or other Message Groups about the event. You may send or skip the message.

After the event is added, you can select “Edit Event Details” to provide more information about the event: an end date if the event extends over more than one day, a short name for the Calendar, any additional instructions, or if you want to attach a flyer or reference another website.

If the date of the event is today or earlier, the system assumes it is an Event Log (a report on an event that already occurred) and after the basic event information is added, the system will display the page to log the report on the event.

Printer-Friendly Version
This event has been approved and is listed in the Night Sky Network calendar.

Add New Event
View Calendar of ASP Events
List All Upcoming ASP Events
Edit Basic Event Info
Edit Event Details
Delete This Event
Duplicate This Event
Create Event Message
Event RSVPs and Volunteer Hours
Event Change History
Event Message History
View event as:
Club Coordinator
Club Member
Public

State Park Stars
Find out how stars like our Sun are born. See other stars with Jupiter.
See Jupiter and its moons.
Date: Saturday, 10/24/2009
Time: 6:00 PM
Location: State Park, Richards Rd, Oakland, CA 94613 (Ge
Club Coordinator view of Event

Information for the Public

Sunset: 6:17 PM

Moon

What's in the Sky This Evening?
Instructions for Visitors:
more instructions for visitors
[Flyer of public events](#) (PDF, 1.25 MB)

Club Members who are not Club Coordinators may submit events and event logs, but the Club Coordinator needs to approve the event and/or the log before it appears on the calendar.

Deciding which calendar the event should appear on

There are two calendars on the Night Sky Network (NSN):

- The Public Calendar that shows public events of all Night Sky Network clubs
- Your Club Calendar

Public Calendar:

- Events where public is welcome may go on the Public Calendar for the Night Sky Network.
- Event details are visible to the public.
- These Public Events are displayed on the main Network Calendar as well as your own Club Calendar.

Club Calendar:

- Club Calendar events are generally events that are not open to the public. These could be outreach events for a particular school or other specific organization. They could be members-only events such as club dinners or board meetings.

- Club Calendar events do not appear on the main NSN Public Calendar, only on your own Club Calendar. You may choose to display details of Club Calendar Events publicly or you may keep details private.
- Club members must log into the Night Sky Network to view details of Private Events.
- **Choose "Club Calendar with event details visible publicly"** for event details that you want people other than club members to see.
- **Choose "Club Calendar: Private"** if you only want logged-in club members to see the details. For Private Events, only the event name and date will be visible publicly on your Club Calendar.

** Refer to the section titled “Regional/National Events” for further information. **


Add New Event / Edit Basic Event Info

This is the quick entry for an event. The only required fields are the name of the event and a date.

- **Name of Event** – the first 20 characters of the event name (“Short Name”) will appear on the Calendar view of the event. The full event name will appear on the List of events. To change the “Short Name,” after adding the event, select “Edit Event Details.” When editing an event, changing the Name of Event will NOT change the Short Name.
- **Event Date** (mm/dd/yyyy): Start Date. If this is a multi-day event, after adding the event, use “Edit Event Details” to specify ending date. Use the calendar icon next to this field to select a date from a calendar. (Date of Event determines whether it’s an upcoming event or an event log. If dated today or earlier, the event is considered to be a log and “Planning to Log this event?” must be marked “Yes”).
- **Start Time / End Time**
- **Backup Date:** For your information only. Use if you’ve determined an alternate date in case the event is cancelled for this date.
- Planning to Log this event? If you’re adding an Event Log or planning to log a report on the event after it has been held, this must be “Yes.” The day after the event, an Open Item will be generated for the Club Coordinator as “Completed Event ready to Log.”
- Which calendar the event is included on,
- **Event Description:** This appears below the name of the event on the event page and **permits simple HTML formatting, such as color, italics, bold, or font size.** See one of the following for a tutorial (please contact your webmaster or other knowledgeable club member for any needed assistance): <http://www.yourhtmlsource.com/myfirstsite/basicformatting.html>
<http://www.cmis.brighton.ac.uk/staff/mas/mas/courses/html/html1.html>
<http://www.tizag.com/htmlT/index.php>.
- **Request RSVPs?** If Yes, club members may RSVP to the event. This is normally used when help is needed at an outreach event. Complete the next field if you want to specify how many members are needed to support the event.
- **Estimated number of club members needed** to support the event.
- **Location:** Select from among your club locations for where this event will be held. Select “Other Location” to specify a location not on the list. Select “None” if this event is not at a physical location. Events without a location will not have a weather forecast, directions, a sky map, or a time of sunset – only the moon phase will be generated.
- **Event Status:** To add the event without having it appear on the Calendar yet, select “Pending.” To add it to the calendar, select “Scheduled.” Select “Cancelled” to cancel the event.

Add Event

You are currently logged in as: David Garrett
You are a Club Coordinator of: Astronomical Society



Use this form to schedule an upcoming calendar event or to log an outreach event that has already been held.

* Name of Event:

Submitted By: David Garrett

Club: Astronomical Society

Event Date:

Start Time: :

End Time: :

Backup Date:

Planning to Log this Event? ☐ Yes ☒ No

Which Calendar? ☐ Public Calendar
☒ Club Calendar with event details visible publicly
☐ Club Calendar: Private (details visible only to club members)

Event Description:

Request RSVPs? ☐ Yes ☒ No

Estimated number of club members needed:

* Location: ☐ Clubhouse
1506 Elm Ave
Richmond, CA 94805
☐ Lee Lomas School
1460 S Main St
Walnut Creek, CA 94598
☐ Briones Park - west entrance
Bear Creek Rd
Martinez, CA 94553
☐ Middlebrook School
8220 Ralston Ave
Richmond, CA 94805
☐ State Park
Richards Rd
Oakland, CA 94613
☐ Other Location
☒ None

Event Status: ☒ Scheduled
☐ Pending
☐ Cancelled

Simple HTML formatting
is permitted in the Event
Description



IMPORTANT: Press “Submit Event” just once. The system may take a few seconds to generate the time of sunset, moon phase, and sky map for the event. Periodically the system may not be able to generate the sky map due to the reference website being unavailable temporarily. If this happens, just re-select “Edit Basic Event Info” and press “Submit” again.

Edit Event Details

More detailed information for an event:

- “Short Name” – Name that appears on the Calendar view of an event. Defaults to first 20 chars of Event Name. If you change the name of the event on the Basic page, the Short Name will not change with it – you will need to edit the Short Name separately.
 - End Date: If the event is longer than one day, enter an end date. The event’s Short Name will appear on the Calendar for all days of the event.
 - Who the visitors are (number, age range, what organization or group)
 - Setup Time: Time your members should arrive to get set up
 - **Additional instructions for visitors permits simple HTML formatting, such as color, italics, bold, or font size.** See one of the following for a tutorial (please contact your webmaster or other knowledgeable club member for any needed assistance):
<http://www.yourhtmlsource.com/myfirstsite/basicformatting.html>
<http://www.cmis.brighton.ac.uk/staff/mas/mas/courses/html/html1.html>
<http://www.tizag.com/htmlT/index.php>
 - Additional instructions for club members
 - Attachments (e.g. flyer, schedule, handout, agenda, meeting minutes). Does not allow photo files.
 - Links to relevant URLs
 - Topics to be covered / Toolkits you are anticipating using
- Be sure to press “Submit Changes” or your edits will not be saved.



Attachments can be used to archive club documents such as Board Meeting agendas and minutes or newsletters for the General Meeting.

Event Log

To receive continued support for the Night Sky Network, NASA must document the success of the program. This is accomplished through event logging.



If an event has the field "Log this Event?" marked "Yes", the event is allowed to have a log added after the event held. These events will appear on the Club Coordinators’ Open Items list after the event is held as “Completed Event ready to Log” to remind them to log the event.

Select the event and choose “Add Event Log” from the left column or scroll to the bottom of the event.

When you log your event, you are telling the Night Sky Network (NSN) about the event by reporting, for example, how many people attended, what Night Sky Network resources were used, and any interesting anecdotes. You can also post photos from the event up to 500 KB in size.

Add log information to those events where you used materials or activities provided with the NSN Outreach ToolKits or other NSN resources. Logging your events where NSN resources were used qualifies your club for:

- Quarterly prize drawings
- Annual awards
- Your club's total on the "Stars in the Network" listing
- Earning new ToolKits
- The Event Counter on the NSN home page
- Your club's annual five-NSN-event-logs-a-year goal

Duplicate an Event


Club Coordinators can choose any Event to duplicate.

You may assign a new date and time and change any other information. You may instead create multiple events based on a day of the month or week, then edit the generated list before creating the actual events (you can change the dates or delete entries). After the events are scheduled, each event is edited individually.

Events may be duplicated up to one year from the start date.

Duplicate Event

You are currently logged in as: David Garrett
You are a Club Coordinator of: Astronomical Society



Name of Event: State Park Stars

Original Event Date/Time: October 24, 2009 06:00 PM

☐ Duplicate this event on: Nov 24 2009

OR

☒ Event Occurs: ☐ Weekly ☒ Monthly

If Monthly: ☐ Day 24 of every 1 Month(s)

☒ The third Saturday of every 1 Month(s)

Start on: Mar 1 2010

End on: Nov 30 2010

IMPORTANT: Press the Submit button just once! Generating the event(s) may take up to 15 seconds PER EVENT to complete. Please be patient.

In this example, the “State Park Stars” event is going to be duplicated once each month between March 2010 and the end of November 2010 on the third Saturday of the month.



IMPORTANT: Press the Submit button just once! Generating the event(s) may take up to 15 seconds PER EVENT to complete. Please be patient. If you press the Submit button twice, the events might be generated twice. Check your browser’s progress indicator to confirm the system is processing your request.

After you submit the request and wait for the events to generate, the following page will be displayed for you to edit the generated events:

Confirm Duplicate Event

You are currently logged in as: David Garrett

You are a Club Coordinator of: Astronomical Society



As needed, change Dates and Times or select events for deletion, then press "Schedule These Events".

[View Original Event](#)

Delete	Date	Start Time	Event
<input type="checkbox"/>	Sat 3/20/2010 Change to: Mar 20 2010	6:00 PM (Sunset: 7:21) Change to: 6 : 00 PM	State Park Stars Change to: State Park Stars
<input type="checkbox"/>	Sat 4/17/2010 Change to: Apr 17 2010	6:00 PM (Sunset: 7:47) Change to: 6 : 00 PM	State Park Stars Change to: State Park Stars
<input type="checkbox"/>	Sat 5/15/2010 Change to: May 15 2010	6:00 PM (Sunset: 8:13) Change to: 6 : 00 PM	State Park Stars Change to: State Park Stars
<input type="checkbox"/>	Sat 6/19/2010 Change to: Jun 19 2010	6:00 PM (Sunset: 8:35) Change to: 6 : 00 PM	State Park Stars Change to: State Park Stars
<input type="checkbox"/>	Sat 7/17/2010 Change to: Jul 17 2010	6:00 PM (Sunset: 8:30) Change to: 6 : 00 PM	State Park Stars Change to: State Park Stars
<input type="checkbox"/>	Sat 8/21/2010 Change to: Aug 21 2010	6:00 PM (Sunset: 7:53) Change to: 6 : 00 PM	State Park Stars Change to: State Park Stars
<input type="checkbox"/>	Sat 9/18/2010 Change to: Sep 18 2010	6:00 PM (Sunset: 7:10) Change to: 6 : 00 PM	State Park Stars Change to: State Park Stars
<input type="checkbox"/>	Sat 10/16/2010 Change to: Oct 16 2010	6:00 PM (Sunset: 6:28) Change to: 6 : 00 PM	State Park Stars Change to: State Park Stars
<input type="checkbox"/>	Sat 11/20/2010 Change to: Nov 20 2010	6:00 PM (Sunset: 5:52) Change to: 6 : 00 PM	State Park Stars Change to: State Park Stars

[Schedule These Events](#)

You may delete some of the events (check the box in the left column), or change the date, time, or name of each event. Press "Schedule These Events" to place them on the Calendar.



If you exit this page without pressing "Schedule These Events," the events will remain in a "Pending" state and will not appear on the Calendar. You may edit the events individually.

Cancel an event / Re-Schedule a Cancelled Event

Sometimes inclement weather or other factors cause a scheduled event to be cancelled before the event can be held. To cancel an event, select the event from the Calendar and then choose “Edit Basic Event Info.” Scroll to the bottom of the page and select the Status of “Cancelled.” Submit the changes.

The system will offer an opportunity to send a message to your members or other groups about the cancellation. Members who have elected to receive event cancellations by email and/or text message will receive notification of the cancellation. The Club Coordinator will also receive an email for any members who want to be notified of the cancellation by a phone call.

The event will appear with a “(CANCELLED)” tag on the Calendar, unless the Club has set the Calendar Preference: “Show Cancelled Events” to “No.” In that case, the event will only show to the Club’s Coordinators and Members.



If the cancelled event was on the main NSN Public Calendar, it is advisable to change the event’s “Which Calendar” to your own Club Calendar if you do not want the main NSN Public Calendar to show your event as “Cancelled.”

If the event is to be re-scheduled, select the cancelled event and choose “Duplicate This Event” from the left column. Duplicating an event allows you carry all the information about the cancelled event (except RSVPs) to a new date.

Deleting an event

Do I delete an event or cancel it?

Sometimes an event was entered in error. Sometimes an event was requested by a club member or by the public and the club cannot hold the requested event for some reason. These events should be deleted rather than cancelled since they shouldn’t be on the calendar at all.

Once an event is deleted, it is no longer accessible. If you want to keep track of these events, instead of deleting them, you can leave them in a “Pending” status.

Create Event Messages

The system can generate event messages to be sent to club members or other groups. You may select to send a message for one event by selecting the event from the Calendar and then choosing “Create Event Message” from the left column.

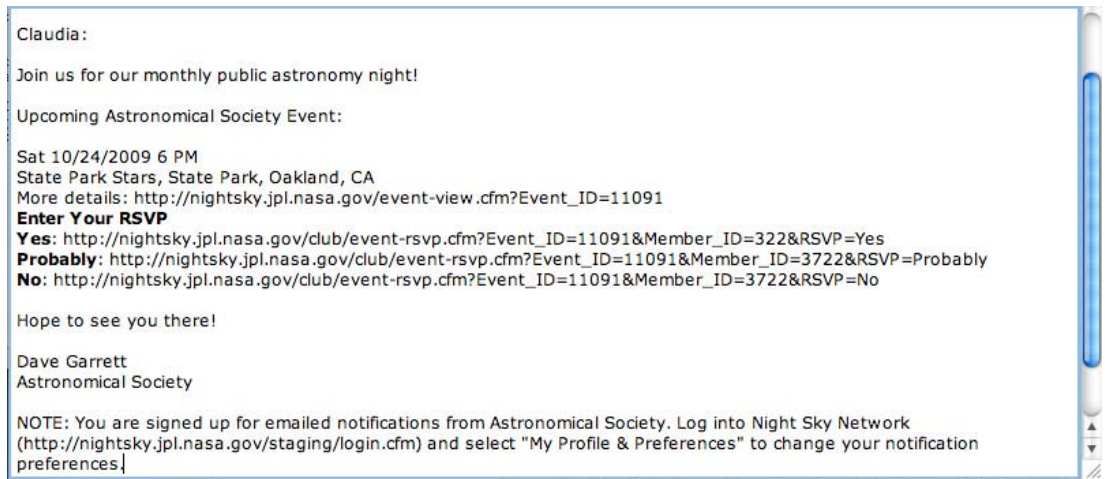
You may send a message about multiple events by viewing a List of Events for your club. In the “Include” column on the far right, check off the events you wish to include in the message, then scroll down to the bottom of the list and press “Create Event Message.” The system will generate an example of the message including the Event links in a block labeled “Event Messages” that cannot be edited. You may add a message before and after the Event Messages block.

Any messages to club members will include any RSVP links in the “Event Messages” block. If Contacts are in the selected Message Group, messages to Contacts will not include the RSVP links and will not include private Club events.

The system will place the person’s name (nickname) at the beginning of the email and sign your message for you with your name and Club name. Example email:

Notice the “Enter your RSVP” links. These will allow the recipient to record their response with one-click:

Yes/Probably/No. If the recipient has already entered an RSVP for the Event, the link in the email will return a message that the recipient must log into NSN to change their response.



If the event included in the message did not request RSVPs or if the event is in the past, no RSVP links will be generated.

If the event is in the past, the recipient may log into NSN, then click on the event’s More Details email link to access the event and enter any volunteer hours contributed to the event.

Regional/National Events

A Regional or National event is for multiple organizations or a wider audience than your surrounding community. Use the selection to Submit Regional/National Event for these types of events.

(<http://nightsky.jpl.nasa.gov/club/event-request.cfm>)

Regional/National Events will appear on all Club Calendars as well as on the main Night Sky Network calendar. Individual clubs may opt out of having all or some Regional/National events displayed on their own Club's Calendar by selecting "Set Club Calendar Preferences" from the Club Coordinator home page.

Regional/National Events require approval of a Night Sky Network Administrator to be displayed on calendars. When you submit a Regional/National event, a notification is sent to the Night Sky Network Administrators.

Details of Regional/National events may or may not be displayed publicly. If the details for an event are not publicly displayed, members must log into NSN to view event details other than the event name and date.

Examples of Regional/National Events are:

- Amateur astronomy gatherings like the Texas Star Party, ALCon or Stellafane.
- NSN events like Telecons, event logging deadlines, or toolkit releases
- Nationwide events like Astronomy Day or World Space Week
- Astronomical events with outreach potential such as the Perseid meteor showers

Embedding your Club Calendar into your own club website

*****Information only – we cannot support your webmaster in coding your own website*****

Here is guidance on how you might embed pages from the Night Sky Network into your own website:

<http://www.techxplore.net/2007/06/01/how-to-embed-web-sites-on-another-site/>

Disclaimer: Some browsers might not support the <IFRAME> tag. You may get unexpected results if someone's browser causes scripts on the Night Sky Network site not to work via the IFRAME as a result.